



City of San Diego
Development Services
1222 First Ave. • MS-301
San Diego, CA 92101-4154
(619) 236-6270

Permit Application

1. Permit Type: <input type="checkbox"/> Combination <input type="checkbox"/> Building <input type="checkbox"/> Mobile Home <input type="checkbox"/> Electrical <input type="checkbox"/> Plumbing & Gas <input type="checkbox"/> Mechanical <input type="checkbox"/> Demolition/Relocation/Remove Building <input type="checkbox"/> Signs							
2. Project Address: <i>Include Building or Suite No.</i>				Plan File No. <i>For City Use Only</i>			
Lot No.	Block No.	Subdivision Name	Unit No.	Map No.			
Parcel No.		Parcel Map No.		Assessor's Parcel No.			
Existing Use		Condition of Soil at Site: <input type="checkbox"/> Undisturbed <input type="checkbox"/> Compact Fill <input type="checkbox"/> Loose Fill					
Description of Work				Total Floor Area			
3. Designer name		Address					
City	State	Zip Code	Telephone	License Number			
4. Applicant Name <i>Please check one</i> <input type="checkbox"/> Contractor <input type="checkbox"/> Agent for Contractor <input type="checkbox"/> Owner <input type="checkbox"/> Agent for Owner							
Address		City	State	Zip Code Telephone			
5. Property Owner/Lessee Tenant Name <i>Please check one</i> <input type="checkbox"/> Owner <input type="checkbox"/> Lessee or Tenant							
Address		City	State	Zip Code Telephone			
6. Contractor Name							
Address		City	State	Zip Code Telephone			
State License No.		License Class	City Business Tax No.				
Licensed Contractor's Declaration: I hereby affirm that I am licensed under provisions of Chapter 9 (commencing with Section 7000) of Division 3 of the Business and Professions Code, and my license is in full force and effect. <table border="0"><tr><td>Signature</td><td>Title</td><td>Date</td></tr></table>					Signature	Title	Date
Signature	Title	Date					
7. Workers' Compensation Declaration: I hereby affirm under penalty of perjury one of the following declarations: <input type="checkbox"/> a. I have and will maintain a certificate of consent to self-insure for workers' compensation as provided by Section 3700 of the Labor Code, for the performance of the work for which this permit is issued. <input type="checkbox"/> b. I have and will maintain workers' compensation, as required by Section 3700 of the Labor Code, for the performance of the work for which this permit is issued. My workers' compensation insurance carrier and policy number are: Insurance Company _____ Policy No. _____ Expiration Date _____ (This section need not be completed if the permit is for one hundred dollars (\$100) or less). <input type="checkbox"/> c. I certify that in the performance of the work for which this permit is issued, I shall not employ any person in any manner so as to become subject to the Workers' Compensation Laws of California, and agree that if I should become subject to the workers' compensation provisions of Section 3700 of the Labor Code, I shall forthwith comply with those provisions <table border="0"><tr><td>Signature</td><td>Date</td></tr></table> <p>Warning: Failure to secure workers' compensation coverage is unlawful, and shall subject an employer to criminal penalties and civil fines up to one hundred thousand dollars (\$100,000), in addition to the cost of compensation, damages as provided for in Section 3706 of the Labor Code, interest, and attorney's fees.</p>					Signature	Date	
Signature	Date						
8. Owner-Builder Declaration: I hereby affirm that I am exempt from the Contractor's License Law for the following reason [Sec. 7031.5, Business and Professions Code: Any city or county which requires a permit to construct, alter, improve, demolish, or repair any structure, prior to its issuance, also requires the applicant for such permit to file a signed statement that he is licensed pursuant to the provisions of the Contractor's License Law (Chapter 9, commencing with Section 7000, of Division 3 of the Business and Professions Code) or that he is exempt therefrom, and the basis for the alleged exemption. Any violation of Section 7031.5 by any applicant for a permit subjects the applicant to a civil penalty of not more than five hundred dollars (\$500)]: <input type="checkbox"/> I, as owner of the property, or my employees with wages as their sole compensation, will do the work and the structure is not intended or offered for sale (Sec. 7044, Business and Professions Code: The Contractor's License Law does not apply to an owner of property who builds or improves thereon, and who does such work himself or through his own employees, provided that such improvements are not intended or offered for sale. If, however, the building or improvement is sold within one year of completion, the owner-builder will have the burden of proving that he did not build or improve for the purpose of sale.). <input type="checkbox"/> I, as owner of the property, am exclusively contracting with licensed contractors to construct the project (Sec. 7044, Business and Professions Code: The Contractor's License Law does not apply to an owner of property who builds or improves thereon, and contracts for such projects with contractor(s) licensed pursuant to the Contractor's License Law). <input type="checkbox"/> I am exempt under Section _____, B.&P.C. for this reason: <table border="0"><tr><td>Signature</td><td>Date</td></tr></table>					Signature	Date	
Signature	Date						
9. Construction Lending Agency: I hereby affirm that there is a construction lending agency for the performance of the work for which this permit is issued (Sec. 3097, Civ. C). <table border="0"><tr><td>Lender's Name</td><td>Lender's Address</td></tr></table>					Lender's Name	Lender's Address	
Lender's Name	Lender's Address						
10. Applicant's Signature: I certify that I have read this application and state that the above information is correct, and that I am the owner or the duly authorized agent of the owner. I agree to comply with all city and state laws relating to building construction. I hereby authorize representatives of the City of San Diego to enter upon the above-mentioned property for inspection purposes. If, after making the Certificate of Exemption from the Workers' Compensation provisions of the Labor Code I should become subject to such provisions, I will forthwith comply. In the event I do not comply with the Workers' Compensation Law, this permit shall be deemed revoked. <table border="0"><tr><td>Signature</td><td>Date</td></tr></table>					Signature	Date	
Signature	Date						

This information is available in alternative formats for persons with disabilities.
To request this information in alternative format, call (619) 236-7703 or (800)735-2929 (TT)

Important Instructions to Applicant

An application for a combination permit should be submitted for any work involving a single-family residence or duplex. For commercial and Multi-Family construction, separate permits are required for all structural, electrical, mechanical or plumbing work. California State law requires that every permit applicant provide specific information and certain declarations regarding the proposed work. Please read the information below and follow the directions pertaining to your particular permit application. If you are a Licensed Contractor, you must provide the required declarations identified by section numbers 6, 7, and 10, as appropriate. If you are an Owner-Builder, you must provide the required declarations identified by section numbers 7, 8, and 10, as appropriate.

The following instructions apply to all permit applicants.

1. Permit type

Check the appropriate box for the type of permit needed.

2. Project information

Provide the correct project address, legal description, condition of soil at the project site, existing use of the site and structures, and a complete description of the proposed work.

3. Designer

This person is either the architect, engineer, designer or draftsman.

4. Applicant

This person is either the owner or contractor or their agent.

5. Property Owner

This may be a person, company, corporation or a partnership. This information can be found on the property deed and on any property tax bill or property tax statement.

The following instructions describe who may sign the required declarations.

6. Licensed Contractor

This statement may be signed by the contractor or a corporate officer of a construction company including President, Vice President, Secretary, Treasurer, Trustee, Chairman of the Board or Responsible Managing Employee (RME). An agent for the contractor may sign only when a letter of authorization from the contractor authorizing the

agent to sign is presented at permit issuance. The person signing must list his/her title.

7. Workers' Compensation Declaration

This statement may be signed by the contractor, owner, tenant, lessee or an agent of one of these. A valid Certificate of Workers' Compensation Insurance must be presented at permit issuance. The certificate:

a. Must show the name of the insured.

b. Must list the policy number, effective date, and expiration date of the insurance policy.

If item 7.c. is checked, only the contractor or owner may sign this area, **NOT AN AGENT**. This section is signed only when the owner or contractor will have no employees on the job.

8. Owner-Builder Declaration

This statement may be signed by the owner, lessee, tenant, architect, engineer, licensed pest control operator, or an agent of any of these. In every case, a separate Owner-Builder Verification form must also be signed by the owner. One of the three boxes must be checked.

9. Construction Lending Agency

This statement may be filled in by anyone. If the name of the lending agency is not known, the work "unknown" should be written here.

10. Applicant's Signature

This statement may be signed by the contractor, owner, or their agent.